

# Overview

## Bill of Rights

The following text is a transcription of the first ten amendments to the Constitution in their original form. These amendments were ratified December 15, 1791, and form what is known as the “Bill of Rights.”

### *Amendment I*

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

### *Amendment II*

A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

### *Amendment III*

No Soldier shall, in time of peace be quartered in any house, without the consent of the Owner, nor in time of war, but in a manner to be prescribed by law.

### *Amendment IV*

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

### *Amendment V*

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the Militia, when in actual service in time of War or public danger; nor shall any person be subject for the same offence to be twice put in jeopardy of life or limb; nor shall be compelled in

any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

### *Amendment VI*

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defence.

### *Amendment VII*

In Suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any Court of the United States, than according to the rules of the common law.

### *Amendment VIII*

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

### *Amendment IX*

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

### *Amendment X*

The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

# Overview

The next pages are screen grabs for the U.S. Treasury web site. They address various counterfeiting facts and laws governing the reproduction of currency. Copyright laws govern the reproduction of certain types of originals and can result in expensive legal ramifications if not followed. Beware of using something downloaded from the web in your design. There are other types of regulations that can affect a design such as postal regulations concerning weight of paper-stock or placement of text or graphics in certain areas. Settle these issues prior to getting involved in the design process.

The screenshot shows the U.S. Treasury Department website. The top navigation bar includes links for 'About the BEP', 'The BEP Store', 'Locations and Tours', and 'Classroom'. Below this is a secondary navigation bar with 'CONTACT US', 'CAREER OPPORTUNITIES', 'PROCUREMENT', 'FOIA', 'MEDIA', and 'FAQ'. The main content area is titled 'Money Facts' and features a sidebar with links to 'U.S. Banknotes', 'Anti-Counterfeiting', 'Money Facts', 'Shredded & Mutilated', 'For Collectors', and 'E-mail Updates'. The main text is under the heading 'Counterfeiting Laws IT'S THE LAW' and contains several paragraphs of text detailing legal consequences for counterfeiting.

**Counterfeiting Laws**  
IT'S THE LAW

Manufacturing counterfeit United States currency or altering genuine currency to increase its value is a violation of Title 18, Section 471 of the United States Code and is punishable by a fine of up to \$5,000, or 15 years imprisonment, or both.

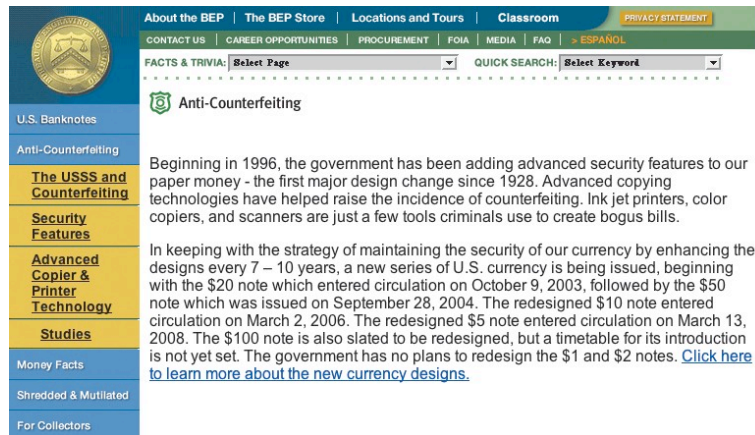
Possession of counterfeit United States obligations with fraudulent intent is a violation of Title 18, Section 472 of the United States Code and is punishable by a fine of up to \$15,000, or 15 years imprisonment, or both.

Anyone who manufactures a counterfeit U.S. coin in any denomination above five cents is subject to the same penalties as all other counterfeiters. Anyone who alters a genuine coin to increase its numismatic value is in violation of Title 18, Section 331 of the United States Code, which is punishable by a fine of up to \$2,000, or imprisonment for up to 5 years, or both.

Forging, altering, or trafficking in United States Government checks, bonds, or other obligations is a violation of Title 18, Section 510 of the United States Code and is punishable by a fine of up to \$10,000, or ten years imprisonment, or both.

Printed reproductions, including photographs of paper currency, checks, bonds, postage stamps, revenue stamps, and securities of the United States and foreign governments (except under the conditions previously listed) are violations of Title 18, Section 474 of the United States Code. Violations are punishable by fines of up to \$5,000, or 15 years imprisonment, or both.

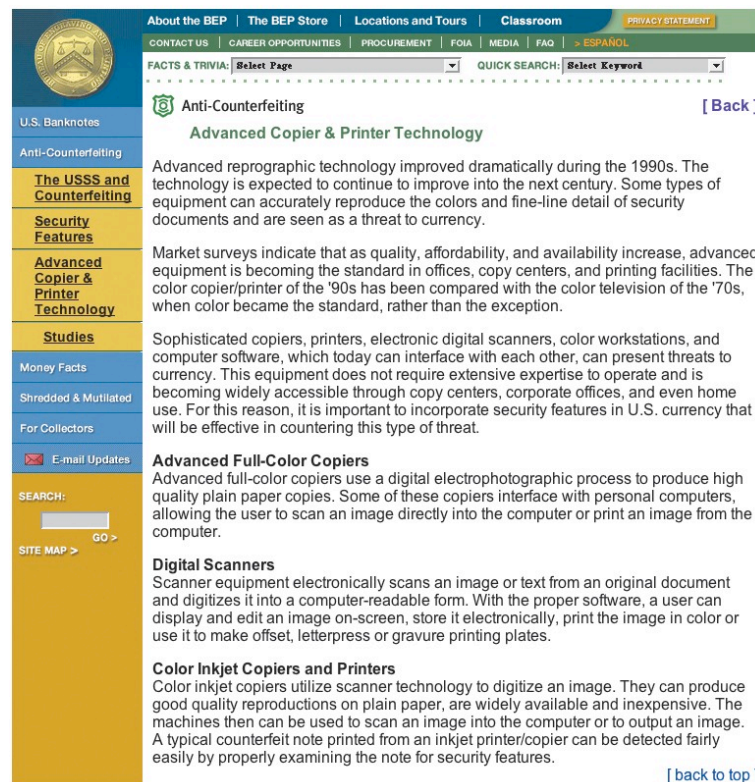
# Overview



**Anti-Counterfeiting**

Beginning in 1996, the government has been adding advanced security features to our paper money - the first major design change since 1928. Advanced copying technologies have helped raise the incidence of counterfeiting. Ink jet printers, color copiers, and scanners are just a few tools criminals use to create bogus bills.

In keeping with the strategy of maintaining the security of our currency by enhancing the designs every 7 – 10 years, a new series of U.S. currency is being issued, beginning with the \$20 note which entered circulation on October 9, 2003, followed by the \$50 note which was issued on September 28, 2004. The redesigned \$10 note entered circulation on March 2, 2006. The redesigned \$5 note entered circulation on March 13, 2008. The \$100 note is also slated to be redesigned, but a timetable for its introduction is not yet set. The government has no plans to redesign the \$1 and \$2 notes. [Click here to learn more about the new currency designs.](#)



**Advanced Copier & Printer Technology**

Advanced reprographic technology improved dramatically during the 1990s. The technology is expected to continue to improve into the next century. Some types of equipment can accurately reproduce the colors and fine-line detail of security documents and are seen as a threat to currency.

Market surveys indicate that as quality, affordability, and availability increase, advanced equipment is becoming the standard in offices, copy centers, and printing facilities. The color copier/printer of the '90s has been compared with the color television of the '70s, when color became the standard, rather than the exception.

Sophisticated copiers, printers, electronic digital scanners, color workstations, and computer software, which today can interface with each other, can present threats to currency. This equipment does not require extensive expertise to operate and is becoming widely accessible through copy centers, corporate offices, and even home use. For this reason, it is important to incorporate security features in U.S. currency that will be effective in countering this type of threat.

**Advanced Full-Color Copiers**  
Advanced full-color copiers use a digital electrophotographic process to produce high quality plain paper copies. Some of these copiers interface with personal computers, allowing the user to scan an image directly into the computer or print an image from the computer.


**Digital Scanners**  
Scanner equipment electronically scans an image or text from an original document and digitizes it into a computer-readable form. With the proper software, a user can display and edit an image on-screen, store it electronically, print the image in color or use it to make offset, letterpress or gravure printing plates.

**Color Inkjet Copiers and Printers**  
Color inkjet copiers utilize scanner technology to digitize an image. They can produce good quality reproductions on plain paper, are widely available and inexpensive. The machines then can be used to scan an image into the computer or to output an image. A typical counterfeit note printed from an inkjet printer/copier can be detected fairly easily by properly examining the note for security features.

## 6 Graphic Design Basics

# Overview

Bureau of Engraving and Printing



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### Reproduction of Currency

Authority: The Counterfeit Detection Act of 1992, Public Law 102-550


### Color Reproductions

Section 411 of Title 31 of the Code of Federal Regulations permits the printing, publishing or importation, or the making or importation of the necessary plates or items for such printing or publication, of color illustrations of U.S. currency provided that:

1. The illustration must be of a size less than three-fourths or more than one and one-half, in linear dimension, of each part of any matter so illustrated;
2. The illustration must be one sided; and
3. All negatives, plates, digitized storage medium, graphic files, magnetic medium, optical storage devices, and any other thing used in the making of the illustration that contain an image of the illustration or any part thereof shall be destroyed and or deleted or erased after their final use in accordance with this section.

### Black and White Reproductions

Title 18, United States Code, Section 504 permits black and white reproductions of currency and other obligations, provided such reproductions meet the size requirement.



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# Overview

Certain chemicals are used within the printing industry. Handled correctly these pose little or no risk. Learn to handle ANY chemicals safely. Read all instructions and check with your supervisor if there are any questions.

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## > HazCom: Warning Labels

Other warning labels include:

- National Fire Protection Association (NFPA) diamond label
- Hazardous Material Information System (HMIS) label.
- Uniform Laboratory Hazard Signage





Chemical Name	
HEALTH	<input type="checkbox"/>
FLAMMABILITY	<input type="checkbox"/>
REACTIVITY	<input type="checkbox"/>
SPECIAL	<input type="checkbox"/>


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## > HazCom: Warning Labels

The color codes on both the NFPA and HMIS labels represents the following information:

- Blue = Health
- Red = Flammability
- Yellow = Reactivity
- White = Special hazard information and special protective information



Chemical Name	
HEALTH	<input type="checkbox"/>
FLAMMABILITY	<input type="checkbox"/>
REACTIVITY	<input type="checkbox"/>
SPECIAL	<input type="checkbox"/>

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## 8 Graphic Design Basics

# Overview

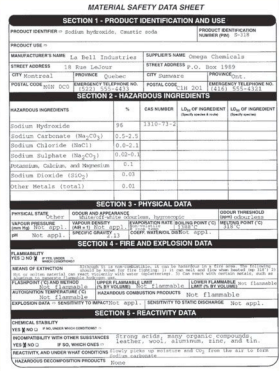
MSDS stands for *Material Safety Data Sheet*. These sheets list the name and any concerns that might be involved with the product or its ingredients. *More information is available through OSHA.*

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## > HazCom: Material Safety Data Sheets (MSDSs)

MSDSs are developed to provide:

1. Common name and chemical name of the material
2. Name, address and phone number of the manufacturer
3. Emergency phone numbers for immediate hazard information
4. Date the MSDS was written
5. Hazardous ingredients
6. Physical and health hazards of the chemicals
7. Identification of chemical and physical properties
8. First Aid/Emergency Information
9. Safe handling and use information



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**CareerSafe**

## > Summary

Working with chemicals can be done safely. In order to be StartSafe and StaySafe when working with chemicals, you should:

- Know the chemicals you are using
- Know where the MSDSs are located and how to read them
- Ask your supervisor if you have questions
- Be trained before using any chemicals
- Make sure you are using the appropriate PPE and that it is in good condition

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# Overview

## Fire safety

Fire safety is always important and care should be taken to locate fire extinguishers as well as fire exits etc. Know and practice these procedures for everyone's safety.

### Fire Extinguisher Training



**A B C** Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.



**Class A - Wood, paper, cloth, trash, plastics**

Solid combustible materials that are not metals. (Class A fires generally leave an Ash.)



**Class B - Flammable liquids: gasoline, oil, grease, acetone**

Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that Boil or Bubble.)



**Class C - Electrical: energized electrical equipment**

As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical Current.)



**Class D - Metals: potassium, sodium, aluminum, magnesium**

Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.

Most fire extinguishers will have a pictograph label telling you which classifications of fire the extinguisher is designed to fight. For example, a simple water extinguisher might have a label like the one below, indicating that it should only be used on Class A fires.

# Overview

While printing chemicals are much safer these days, proper handling, disposal and just plain cleanliness can play a big part in a safe environment. There is an OSHA web site that has many helpful brochures that can be downloaded as PDF files.

## Fire Extinguisher Training

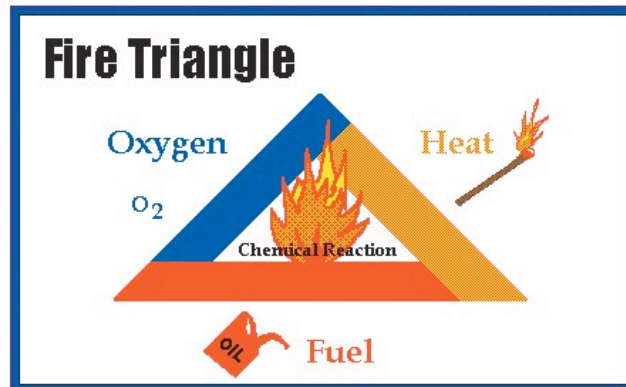
### The Fire Triangle



In order to understand how fire extinguishers work, you first need to know a little bit about fire.

Four things must be present at the same time in order to produce fire:

1. Enough **oxygen** to sustain combustion,
2. Enough **heat** to raise the material to its ignition temperature,
3. Some sort of **fuel** or combustible material, and
4. The **chemical, exothermic reaction** that is fire.



Oxygen, heat, and fuel are frequently referred to as the "fire triangle." Add in the fourth element, the chemical reaction, and you actually have a fire "tetrahedron." The important thing to remember is: **take any of these four things away, and you will not have a fire or the fire will be extinguished.**

Essentially, fire extinguishers put out fire by taking away one or more elements of the fire triangle/tetrahedron.

Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.